

ICDL - Perform Advanced Word Processing Functions (Microsoft Word) Advanced Level 3 Days

Description

ICDL Advanced Word Processing is a high level certification programme where learners can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. The ICDL Advanced Word Processing module give learners the opportunity to be certified at an 'expert level' in the use of word processing applications, acquiring skills sets over and above the routine features of the software. Individuals with ICDL Advanced Word Processing certified skills can:

- Apply advanced text, paragraph, column and table formatting. Convert text to a table and vice versa
- Work with referencing features like footnotes, endnotes and captions. Create tables of contents, indexes and cross-references
- Enhance productivity by using fields, forms and templates
- Apply advanced mail merge techniques and work with automation features, such as macros
- Use linking and embedding features to integrate data
- Collaborate on and review documents. Work with master documents and sub-documents.
- Apply document security features
- Work with watermarks, sections, and headers and footers within a document

Who is this Course For?

Prospective learners should ideally have the ICDL certification and/or previous experience using computers and common software applications. Typically, these would be individuals who use a wide range of advanced functionalities within a word processing application in a personal or professional context.

The ICDL Advanced Word Processing certification is for learners who wish to develop/demonstrate their ability to use the advanced features of word processing applications to enhance the quality of their work, improve productivity, demonstrate professionalism and save time in the creation and production of documents.

Course Duration

24 Hours

Mode of Training

Classroom

Full Fee

\$600

(Subject to 9% GST)

Nett Fee:

\$654

(After GST)

Subsidies available: UTAP

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



Course Content

Text & Styles

- Apply text wrapping, pagination, and multi-level lists.
- Create, modify, and update character and paragraph styles.

Columns & Tables

- Work with multi-column layouts (widths, spacing, breaks).
- Format tables, merge/split cells, adjust alignment, repeat headers, sort data, and convert between tables and text.

Referencing

- Add/edit captions, footnotes, and endnotes.
- Create/update tables of contents, tables of figures, and indexes.
- Add bookmarks, cross-references, and compare/merge documents.

Master Documents & Security

- Create/manage master documents with subdocuments.
- Apply password protection or restrict editing.

Document Setup & Sections

- Create/modify section breaks, change page setup (orientation, margins).
- Apply headers/footers, watermarks, and use find/replace or paste special.
- Adjust paragraph line spacing.

Productivity Tools

- Use fields (insert, update, lock/unlock, formulas).
- Create/modify forms, templates, and protect/unprotect forms.
- Perform mail merge (edit lists, use conditions, merge documents).
- Insert/edit hyperlinks, link/embed data, and manage objects.
- Automate with AutoCorrect, AutoText, and macros.

Collaboration

- Track changes, accept/reject edits.
- Insert, edit, and manage comments/notes.

